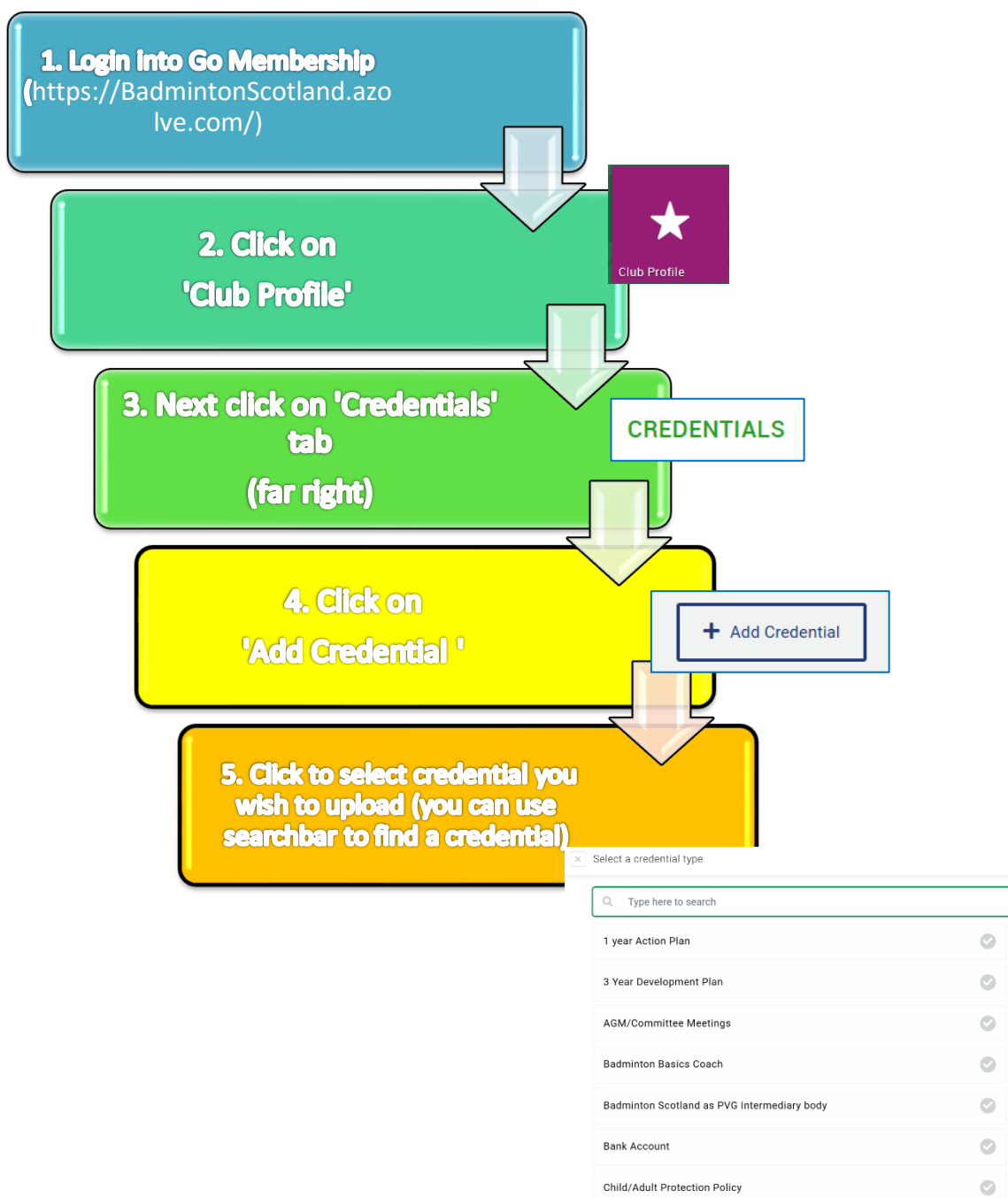




Shuttlemark: How to upload evidence to Go Membership



Step 1
Select a credential from the available list below

Credential
1 year Action Plan *

Next

Next to credential details

6. Once selected a credential click 'Next'

7. To upload a document click on 'Upload'

8. After that click on 'Browse...' button

9. From here you can select your document

10. Next click on 'Upload' button'

Credential

Step 3
Please upload supporting evidence for your credential

Constitution
Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment **Upload**

File Name	Comment

Back Finish

Finish to close and save

Browse File

Browse...

Comment:

Upload Close

Browse File

Z:\Development Team\RDO West\Developn Browse...

Comment:

Upload Close

11. Now you should see file under 'File Name'

Credential

Step 3
Please upload supporting evidence for your credential

Committee Job Descriptions
Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment

File Name	Comment
Committee Roles.docx	

Back Finish

Finish to close and save

12. Click on 'Finish'

Credential

Step 3
Please upload supporting evidence for your credential

Committee Job Descriptions
Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.

Attachment

File Name	Comment
Committee Roles.docx	

Back Finish

Finish to close and save

13. The document should now be uploaded and hold status of 'Pending Approval'

14. The RDO will then check and if evidence is sufficient, status will be changed to 'ACTIVE'

Club Profile

CLUB PROFILE CLUB DETAILS CLUB MEMBERS CLUB AFFILIATION CREDENTIALS FAMILIES

Credentials
Below is a list of all your active, pending and expired credentials

Credential Category: All

Active	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive/Pending Conditions

15. To upload more files please return to STEP 4